

**JESSE SPENCE, CHAIR
NEW CASTLE DISTRICT**

**CARL BAILEY, MEMBER
POTTS MOUNTAIN DISTRICT**

**LINDSEY DUNNE, MEMBER
CRAIG CREEK DISTRICT**



**RUSTY ZIMMERMAN, VICE CHAIR
CRAIG CITY DISTRICT**

**KATHI TOELKE, MEMBER
SIMMONSVILLE DISTRICT**

**R.R. DAN COLLINS
COUNTY ADMINISTRATOR**

**COUNTY OF CRAIG
P.O. Box 308
New Castle, Virginia 24127
540-864-5010 Phone**

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
JULY 1, 2021**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 1ST day of July, 2021 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT: Jesse Spence – Chair
Rusty Zimmerman- Vice Chair
Carl Bailey – Supervisor
Kathi Toelke, Supervisor
Lindsey Dunne- Supervisor
Dan Collins – Clerk

OPEN MEETING

Meeting was called to order at 6:00 p.m. by Mr. Spence. The invocation was given by Mr. Zimmerman, followed with the Pledge of Allegiance.

REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS

Mr. Spence asked if there were any changes or additions to the agenda. No additions or changes were made to the agenda. Mr. Collins requested a change to the agenda items to include closed session for personnel matters after the public hearing.

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of June 3rd, 2021
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Mrs. Toelke, to approve the minutes and consent items with Resolution R21-59. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

R21-59

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, JULY 1st, 2021**

**RESOLUTION APPROVING AND CONCURRING IN CERTAIN ITEMS SET
FORTH ON THE BOARD OF SUPERVISORS AGENDA FOR THIS DATE
DESIGNATED AS THE CONSENT ITEMS**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That the certain section of the agenda of the Board of Supervisors for July 1st, 2021 designated as the Consent Items be, and hereby is, approved and concurred in as to each item separately set forth in said section designated Items 1 through 2, inclusive, as follows:
 1. Approval of minutes – June 3, 2021
 2. Claims and Warrants
2. That the Clerk to the Board is hereby authorized and directed where required by law to set forth upon any of said items the separate vote tabulation for any such item pursuant to this resolution.

The Board of Supervisors of Craig County, in a regular meeting on the 1st day of July 2021 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County.

APPOINTMENTS

- A. Resolution Re-Appointing Board Representative to the Planning Commission: Mr. Bailey made a motion, seconded by Ms. Dunne, to approve Resolution R21-60. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**A Resolution Re-Appointing
Roger Huffman to the
Craig County Planning Commission**

WHEREAS, the Craig County Board of Supervisors is responsible for recommending appointments to the Craig County Planning Commission, and

WHEREAS, the appoint of Roger Huffman, Potts Mountain District, terms expire on June 30th, 2021, and

WHEREAS, Mr. Huffman has agreed to serve another term representing the Potts Mountain district on the Craig County Planning Commission, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the appointment, Roger Huffman, Potts Mountain District Planning Commission member for the four year term beginning July 1, 2021 to June 30, 2025, is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting on 1st day of July 2021 adopted this Resolution.

PUBLIC HEARING

Mr. Spence opened the Public Hearing to hear comment on the proposed budget amendments for Fiscal Year 2020- 2021. There were no comments from the public.

The Public Hearing was closed and Mr. Spence asked for a motion from the Board approving to appropriate the funds. There was no comment from the public and the Public Hearing was closed.

NEW BUSINESS

Resolution Approving Budget Supplement FY 2020-2021: Mr. Bailey made a motion, seconded by Mr. Zimmerman, to approve Resolution R21-61. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, yes, Mr. Bailey, yes, Mr. Spence, yes.

**A RESOLUTION AMENDING
THE FISCAL YEAR
2020-2021 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2020-2021 Budget on May 7, 2020 for planning purposes, and

WHEREAS the Craig County Emergency Services has received a grant from the Office of Emergency Management for computers and software for their operating system for calls in the amount of \$8,136, and

WHEREAS, the Craig County Public School has received additional funding above the budgeted amount for Forest Reserve Funds, and will be used for a School Bus and also for Building Services,

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2020-2021 budget is hereby amended as follows:

REVENUE

State

3-100-024020-0007

EMS grant

8,136

Federal

3-205-033080-0037

Forest Reserve

96,811

Total \$104,947

EXPENSES

EMS

4-100-091500-9531

computer grants

8,136

CCPS

4-205-063500-8100-9-1

School Bus

85,013

4-205-064200-8200-9-1

Building Services

11,798

Total \$104,947

BE IT FURTHER RESOLVED, that the sum of **\$104,947** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 1st day of July 2021, adopted this resolution.

Resolution Approving Performance Pay: Mr. Bailey made a motion, seconded by Mr. Spence, to approve Resolution R21-62. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, abstained, Mr. Bailey, yes, Mr. Spence, yes.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURT HOUSE ON THURSDAY, JULY 1, 2021

R21-62

RESOLUTION AUTHORIZING PERFORMANCE PAY IN THE AMOUNT OF \$28,050.00 FROM GENERAL FUND

WHEREAS, the COVID-19 pandemic has created many uncertainties for the Citizens of Craig County and all County Employees; and

WHEREAS, the CARE's Act provides funding for all uniformed employees in the departments of Sheriff, and EMS and their support staff for hazard pay as recognition for the increased risk assumed during the COVID-19 pandemic; and

WHEREAS, it has been proposed that, non-uniformed employees be recognized for dedication and hard work, keeping the County Offices open and serving the citizens; and

WHEREAS, the Board of Supervisors of Craig County deems that it is in its best interests to authorize the payment of the proposed performance pay to recognize the services rendered by County Departments and their support staff during these difficult economic times, and

WHEREAS, County employees qualifying for performance pay are further defined as full-time and regular part-time employees who are in active pay status at the time the hazard pay is paid (June 30, 2021). Regular part-time employees are those actively working a regular weekly schedule. Employees that received hazard pay are not eligible for the performance pay.

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Craig County, Virginia, as follows:

The County Administrator is hereby authorized to issue performance pay to the employees and their support staff in the departments of Administration, Landfill, and the five Constitutional Offices, from the General Fund as follows:

1. Ten Full-time employees shall receive \$1,500 each in Performance Pay.
2. Twelve Part-time employees shall receive \$1,005 each in Performance Pay.
3. Total payments from the General Fund total \$28,050.

Resolution Approving Budget Supplement Performance Pay 2020-2021: Mr. Bailey made a motion, seconded by Ms. Toelke, to approve Resolution R21-63. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, abstained, Mr. Bailey, yes, Mr. Spence, yes.

R21-63

**A RESOLUTION AMENDING
THE FISCAL YEAR
2021-2022 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2021-2022 Budget on May 6, 2021 for planning purposes, and

WHEREAS, the COVID-19 pandemic has created many uncertainties for the citizens of Craig County and all the County Employees, and

WHEREAS the CARES ACT provided funding for uniformed officers and EMS employees and their support staff, and

WHEREAS it has been approved by the Board of Supervisors to pay a performance pay to recognize the services rendered by County Departments and their support staff during these difficult times, now

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2020-2021 budget is hereby amended as follows:

REVENUE

Local

3-100-041999-0000

General Fund Use of Fund Balance

28,050

EXPENSES

Co Adm	Salaries	5,010
Landfill	Salaries	7,530
Treasurer	Salaries	4,500
Commissioner	Salaries	4,005
Circuit Court	Salaries	4,500
Comm. Attorney	Salaries	<u>2,505</u>
	Total	28,050

BE IT FURTHER RESOLVED, that the sum of **\$28,050** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 1st day of July 2021, adopted this resolution.

Resolution Approving Budget Supplement Carry Over for 2021-2022: Mr. Zimmerman made a motion, seconded by Mr. Bailey, to approve Resolution R21-65. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, abstained, Mr. Bailey, yes, Mr. Spence, yes.

R21-65

**A RESOLUTION AMENDING
THE FISCAL YEAR
2021-2022 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2021-2022 Budget on May 6, 2021 for planning purposes, and

WHEREAS, the County of Craig has unspent money in various departments that it is necessary to carry the funds from the Fiscal year of 20-21 into the Fiscal year of 21-22 in order to meet the requirements of grants and specific funding, and

WHEREAS, the Sheriff has seizure funds in the amount of 7786 for carry over and the Commonwealth Attorney has the amount of 2549 for carry over funds, these funds must be used for specified expenses for their departments, and

WHEREAS, the 911 department has a PSAP Grant for upgrading 911 equipment in the amount of 228,989, and

WHEREAS the EMS has a grant balance of 42,500 for the evaluation of the radio systems, and

WHEREAS, the CCPS has the balance in Capital Projects Fund in the amount of 237889, that they have requested to be carried over into the FY 22 as unspecified project, now

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2021-2022 budget is hereby amended as follows:

REVENUE

<u>Local</u>		
3-100-041999-0000	General Fund Use of Fund Balance	271,489
3-115-041999-0000	Seizure Sheriff Fund Balance	7,786

3-116-041999-0000	Seizure Comm. Attorney Fund Balance	2,549
3-301-041999-0000	School Capital Improvement Fund Balance	<u>237,889</u>
	Total	\$519,713

EXPENSES

GRANTS

4-100-091500-9529	911 PSAP Grant	228,989
4-100-091500-9530	Communications Radio grant	42,500
	<u>Sheriff Seizure</u>	
4-115-031200-5898	state seizure	7786
	<u>Commonwealth Seizure</u>	
4-116-022100-5898	state seizure	2,549
	<u>CCPS</u>	
4-301-094500-0001	undesignated capital	<u>237,889</u>

Total \$519,713

BE IT FURTHER RESOLVED, that the sum of **\$519,713** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 1st day of July 2021, adopted this resolution.

Resolution Approving Budget Supplement Carry Over for 2021-2022: Mr. Zimmerman made a motion, seconded by Ms. Dunne, to approve Resolution R21-66. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, yes, Mr. Bailey, yes, Mr. Spence, yes.

R21-66

**A RESOLUTION APPROPRIATING
FUNDS TO THE COUNTY OF CRAIG
FISCAL YEAR BUDGET FOR 2021-22**

WHEREAS, the Board of Supervisors has adopted a budget on May 6, 2021 to provide a guideline for processing and providing the funds to meet the needs of the County and,

WHEREAS, the Auditors have recommended that the fiscal year budget be appropriated in this manner,

NOW THEREFORE BE IT Resolved by the Board of Supervisors for Craig County that the following amounts be hereby appropriated for the fiscal year of 2020-2021:

	Expenditures	
Fund 100	General Fund	
11010	Board of Supervisors	34,960
12110	County Administrator	151,512
12240	Audit	65,500
12310	Commissioner of Revenue	203,476
12330	Reassessment	0
12410	Treasurer	224,258
12510	Technology-Data Processing	113,253
13100	Electoral Board	64,908
13200	Registrar	80,851
21100	Circuit Court	6,400
21200	General District Court	3,349
21600	Clerk of Circuit Court	244,038
22100	Commonwealth Attorney	229,942
24300	Accounting/Purchasing	68,523
31200	Sheriff	1,061,666
31230	Animal Control	9,035
31400	E911	23,361
32400	Emergency Medical Services	3,227
32410	Craig Co EMS and Ambulance Services	524,472
32420	Public Safety (Fire and Rescue)	157,199
32500	Forest Service	3,777
33200	Care of Prisoners	25,000
34100	Building Inspections	91,008
35300	Medical Examiner	400
42600	Sanitation and Waste	458,479
43100	Maintenance of Properties	122,095
51200	Health Department	60,037
51210	Mental Health Services	8,328
73300	Library	41,628
81210	Community Colleges	17,000
81220	Community Development	56,609
81230	Tourism	26,400
81400	Board of Zoning Appeals	1,000
81410	Fifth Planning District	5,094
81600	Craig Co Planning Commission	2,653
82300	Erosion & Sediment Control	2,500
82400	Mt Castle Soil and Water Conservation	188,625
83000	Va Tech Cooperative Extension Program	45,857
91400	Risk Management	88,620
91410	Contingency General County	60,000
93000	Transfers to	
	VPA	467,078
	CCPS	1,820,000
95000	Debt Service	719,358
	Total General Fund 100	7,558,976
	Transfer out (to Social Services CSA & CCPS)	(2,287,078)
Fund 105	Law Library	
	Law Library	100

Fund 110	Courthouse Maintenance Fund 110	
43200	Repairs and Maintenance	1,000
Fund 201	Social Services and Comprehensive Serv.	2,114,232
Fund 205	Craig County Public Schools	
1000	Instructional	4,962,579
2000	Administration	604,669
3000	Pupil Transportation	506,816
4000	Operations & Maintenance	638,741
5000	School Food	
7000	Debt Service	
8000	Technology	304,463
9000	Contingency	20,000
	Total CCPS Fund 205	7,037,268
Fund 206	CCPS Cafeteria Fund	362,648
	Total Craig County Public Schools	7,399,916
	Total Expenditures	14,809,646

The Board of Supervisors of Craig County, in a regular meeting on the 1st day of July 2021, approved this resolution.

INFORMATIONAL

A. Treasurer's Report

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

Mr. Collins provided a report to the Board of Supervisors regarding the following information:

- A. Cigarette Ordinance will be on the August Agenda for second reading of the Ordinance and final Approval.
- B. Back to Business Grant update all funds have been distributed to businesses with the County.
- C. EMS Coordinator is working on a proposed Emergency Operations Plan (EOP) for possible future gas shortages.
- D. EMS Coordinator interview were completed today. Darryl Humphreys has been selected and will Begin work as the new Coordinator on January 1, 2022.
- E. The EDA is scheduled to close on the purchases of Main & Middle Streets Property (Farmers Market) on July 28, 2021.
- F. The EDA continues working with tow prospects in the Crown Building.
 - Prospect A- 28 Full Time Employees
 - Prospect B- Year One 5 Full-time & 2 Part-time
Year Three 5 Full-time & 5 Part-time
Year Five 11 Full-time & 7 Part-time
- G. Craig County Selective Services Board members are needed. There are currently three (3) Vacancies. Any recommendations would be presented to the Governor for appointment.
- H. VACO- Copy of letter to Governor, Senate & House Committee on appropriations stating County Position on funding needs for Legislative Session.
- I. Met with Eddie Wells with RVARC to discuss the proposed amendments to the Zonning Ordinance Addressing "Accessory Apartments" (Guest House). The purpose is to allow a small dwelling, for

An immediate family member, on a single lot in various Zones. The Planning Commission will begin Their review in the fall.

- J. Received \$335,837 in PILT payments for 117.939 acres. (Up \$18,199 over last year)
- K. Warren County just allocated 2.4 Million from CRF to improve Emergency Radio Communications in The County.
- L. Time Off- I will be out of the office July 10th – July 18th. I will be in town most of the time, but will be Out of town a few of those days. I will check emails and text messages daily. I will be in the office on Tuesday July 13th for the EDA Meeting.

Ms. Toelke reported that Community Leadership Elected Officials (CLEO) oversees workforce development West Virginia taken over the contract the number of workers have increased.

HEAR THE PUBLIC

No Pubic Comments

CLOSED SESSION

Mr. Bailey made a motion to enter into Closed Session to discuss Personnel Matters §2.2-3711-A.1 seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, yes, Mr. Bailey, yes, Mr. Spence, yes.

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

The Board reconvened from the Closed Session. Mr. Bailey made a motion to confirm the Closed Session was held in conformity with the Code of Virginia with Resolution R21-67, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-67

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, JULY 1, 2021

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

WHEREAS, The Board of Supervisors of Craig County, Virginia has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Supervisors of Craig County, Virginia, that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Craig County, hereby certifies that, to the best of each member's knowledge;

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and

2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of Craig County, Virginia

ACTION AS A RESULT OF CLOSED SESSION

Mr. Spence reported the action as a result of the Closed Session is the Consideration of Resolution R21-64 addition of Account Manager. Currently there are 2 positions in the County Administrative Office, the Executive Administrative Assistant and Kathy's position this would be an additional position of the reclassification of the part time position to full time. We will be reevaluating the Executive Administrative Assistant Position.

Resolution Authorizing New Payroll/Accounting Clerk: Mr. Zimmerman made a motion, seconded by Ms. Dunne, to approve Resolution R21-64. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, yes, Mr. Bailey, yes, Mr. Spence, yes.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURT HOUSE ON THURSDAY, JULY 1, 2021

R21-64

RESOLUTION AUTHORIZING NEW PAYROLL/ACCOUNTING CLERK POSITION IN THE AMOUNT OF \$43,835.30 FROM GENERAL FUND

WHEREAS, There is a need for an additional position in Administration.; and

WHEREAS, Currently there are two full-time and one part-time positions providing services to the public and County employees; and

WHEREAS, The workload in the Administration Office, especially Payroll and accounting (Budget), increased each year; and

WHEREAS, The workload is such that all full-time employees can't take time off and, employee vacation accounts routinely exceed the maximum amount allowed each year

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Craig County, Virginia, as follows:

1. The County Administrator is hereby authorized to replace the current part-time position with a new full-time payroll/accounting clerk position.
2. The proposed salary is \$43,835.30, is approved from the General Fund.

ADJOURN

Mr. Spence adjourned the meeting at 7:35 pm.

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
